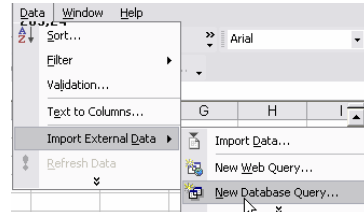


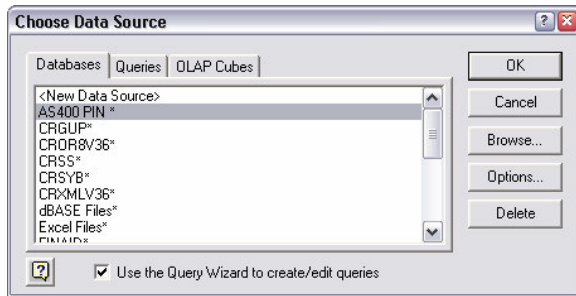
Pull Directly from the AS400 into Excel

- 1) You must have an ODBC driver set up connecting to the AS400 – call Information Technology at x 4357 to walk through those steps.
- 2) The AS400 Select and Text Merge must be run and ready to download
- 3) Open Excel to a blank worksheet with the cursor in cell A1

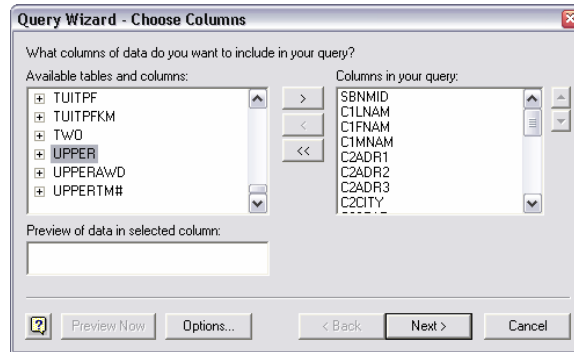
- Select Data / Import External Data / New Database Query



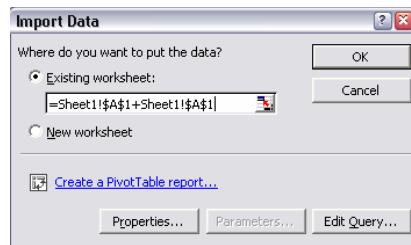
- The next window will ask you to select the ODBC Data Source. Choose the AS400 Data Source created for the AS400.



- Choose the select in the left window and click on the arrow between the windows to bring the field names over.



- Click the Next button through several options until you get Finish.
- The following window will appear:



- Click OK.
- Data will be returned with AS400 Field Names

	A	B	C	D	E	F	G	H
1	SBNMID	C1LNAM	C1FNAM	C1MNAM	C2ADR1	C2ADR2	C2ADR3	C2CITY

- Send to a recipient after saving by going to File / Send To / Mail Recipient (As Attachment).